

CSO Solicitation No. 2192

Environmental Documentation Services for Airports

PREQUALIFICATION CATEGORY - Environmental Planning Studies & Regulatory Permitting

ELIGIBLE FIRMS HAVE BEEN SENT THIS SOLICITATION LETTER.
THIS LETTER IS BEING POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking to engage one (1) prequalified consultant engineering firm to provide an appropriate level of environmental documentation for Obstruction Removal (Tree Clearing) and Installation of Obstruction Lighting at Bradley International Airport and Five (5) General Aviation Airports owned by the State of Connecticut. The documents will be prepared pursuant to Federal Aviation Administration Order 5050.4B - National Environmental Policy Act (NEPA) Implementing Instructions for Airport Projects, and to the Connecticut Environmental Policy Act (CEPA).

The Department has just completed an Obstruction Evaluation study for all the state airports which identifies obstructions to all flight surfaces. The tree clearing will consist of tree felling and disposal. The installation of obstruction lighting will consist of installation of warning lights (both continuous light and beacons) requiring erection of structures. The Obstruction Evaluation study is available electronically in a pdf format on the Department of Transportation website, under the Consultant Selection Office.

If your firm would like to be considered for this assignment, your submittal should consist of a letter of interest limited to one (1) page, a Department FORM CSO 255 and a maximum of five (5) resumes which are limited to two (2) pages each. One of the resumes must be that of the proposed Project Manager in charge of the work, as well as the assurance that he/she will be available for work when required. (The CSO 255 form can be found online at www.ct.gov/dot/consultant.) **Four copies of the submittal are required and they must be either postmarked by, or, if hand delivered, received by 3:00 p.m. on March 28, 2013.**

Included in the submittal must be a brief narrative summarizing your current Environmental Planning workload and the staff assigned to those projects. You must also include a narrative description of proposed staff qualifications, which includes their experience and expertise in (1) Airport Environmental Studies, specifically as it relates to obstruction removal/lighting (2) Airport Environmental Permitting both State and Federal (3) FAA & Conn DEEP best management practices. Also include a narrative description of studies your firm has completed of similar complexity and your familiarity with ConnDOT policies and procedures.

You are advised that a disadvantaged business enterprise (DBE) goal applies to this project. The goal will be no less than 10% percent of the agreement value. Within the letter of interest submittal, you must include the designated certified Disadvantaged Business Enterprise (DBE) sub consultant(s) which you plan to use. The DBE subconsultants must be currently certified by the Department. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Subconsultants may be used to comply with DBE requirements or perform specialized work. Joint venturing assignments will not be allowed.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252 and 4a-81, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification, Rev. 11-29-11) and Form 5 (Consulting Agreement Affidavit, Rev. 10-01-11), prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not complete the certification (Form 1) required under subsection (e) of CGS 4-252 or refuses to submit the affidavit (Form 5) required under subsection (c) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1 and 5 on the Department of Administrative

Services (DAS) Business Network (“BizNet”) website. Further information can be found at <http://das.ct.gov/cr1.aspx?page=371>, to subscribe to Biznet and obtain directions to upload the forms following the “Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (pdf)”.

For all State contracts as defined in CGS § 9-612(g)(1) having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State’s solicitation expressly acknowledges receipt of the State Elections Enforcement Commission’s Notice titled “Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations” (Notice) advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission’s Notice is attached hereto and hereby made a part of this solicitation.

Prior to the negotiation process, the selected firm will be required to have a Department-approved audit, affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm approved to do business in the State of Connecticut. Proof of coverage must be submitted on a form acceptable to the State prior to the start of negotiations.

The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant services, and is under no obligation to contract for the services specified herein.

The Department reserves the right to award subsequent phases of an assignment to other qualified firms.

The Department reserves the right to add an additional project(s) of a similar nature for a separate selection, should additional projects become available prior to the interview phase of the selection process.

Please be advised that firms must continue to be prequalified in the specified categories for the year a shortlist is finalized and/or a selection is made.

All letters of interest shall be mailed to:

Mr. David Mancini, P.E.
Consultant Selection Office
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, CT 06111

Hand delivered letters should be brought to the front desk at the aforementioned address, no later than 3:00 P.M. on March 28, 2013. Responses hand carried or postmarked after this date and time will not be considered.

All inquiries regarding this request for letters of interest shall be directed to Mr. David Mancini of the Consultant Selection Office at (860) 594-3017.